

VACANCY

The Institut Laue-Langevin (ILL), situated in Grenoble, France, is Europe's leading research facility for scientific research using neutrons. Every year, we host over 2000 visits by scientists, who come to the Institute to carry out world-class research.

Are you interested in taking up a new challenge in our international institute? We currently have a vacancy for an:

Import/Export Assistant**Duties:**

Every year the ILL's Purchasing Service places orders and contracts both in France and abroad (Europe and worldwide) worth a total of around 50 million euros. Reporting to the Head of this Service, which is part of the ILL's Administration Division, you will be responsible for some of the shipping requests handled by the Purchasing Service as well as for providing administrative support for certain Purchasing Service activities.

Working in tandem with the Institute's freight-forwarding officer and in collaboration with the stores, you will be responsible for transactions involving European Union countries or third-party countries. Your main duties will be to:

- Manage intra-Community movements of goods and import/export operations with third-party countries,
- Manage special customs arrangements (exemptions from duty, temporary imports and exports, etc.) in liaison with our forwarding agent and the local customs office,
- Organise the transport of conventional and dangerous goods in liaison with the ILL service requesting the shipment,
- Select transport companies for the shipment of heavy equipment or special items,
- Prepare monthly Intrastat reports on the exchange of goods and services (DEB and DES declarations),
- Manage disputes,
- Handle transport documents, verify shipment invoices and allocate them to the appropriate ILL service or experiment, and archive the documents for administrative purposes in the shared system.

Working in tandem with the Purchasing Assistant, you will take charge of certain administrative tasks for the Purchasing Service:

- Provide administrative support for the preparation of calls for tenders via an electronic platform, in liaison with non-French suppliers and representatives of the ILL's Associate countries: sourcing, invitations to tender, follow-up, summary reports and statistics,
- Prepare and take minutes of meetings in English,
- Follow-up cross-functional issues with the Finance Service, such as the creation of suppliers,
- Monitor performance indicators and compile regular reports, with a view to producing administrative documents for the Head of Service, ILL Management and the Institute's Associates.

Qualifications and experience:

- Level 4/5 qualification (HND, NVQ or equivalent professional qualification) in transport and logistics or international commerce with some initial experience of shipping and customs, ideally in the research sector or, as a minimum requirement, in industry,

- You are fully familiar with French and EU customs regulations, special customs arrangements and Incoterms. Training in IATA dangerous goods regulations would be an advantage,
- You have good writing and administrative skills,
- You are proficient in the use of the Microsoft Office Suite and have a thorough understanding of ERP systems (SAP/ORACLE),
- You must be fluent in both written and spoken English.

You have excellent interpersonal skills, strong analytical skills and a meticulous approach to your work. Your ability to manage priorities will be an essential asset for this position, which requires both efficiency and responsiveness.

Language skills:

As an international research centre, we are particularly keen to ensure that we also attract applicants from outside France. You must have a sound knowledge of English and be willing to learn French (a language course will be paid for by the ILL). Knowledge of German would be an advantage.

Notes:

This post is a permanent position. **Post based in GRENOBLE, France, and subject to administrative screening.**

Benefits:

Generous company benefits (expatriation allowance), relocation assistance and language courses may be offered (for more information, please consult our [employment conditions](#)).

How to apply:

Please submit your application, no later than **03.01.2021**, via our website: www.ill.eu/careers (vacancy reference: **20/62**).